

Tier II email submission procedure

[Back to Tier II reporting](#)

Attach the file to an email addressed to serc@wv.gov

- Your submission will be returned if you use any other email address.
- We can't accept files in Word, Excel or PDF formats from your Tier II report as your Tier II submission.
- The file must be a submission created by the Tier2Submit software or it will be rejected.
- Be sure to include "Tier2Submit" and your company name in the subject line, and a contact and phone number in the body of the email.
- Be sure the file you're sending includes the company name. If the requested information isn't supplied, your submission won't be processed.

Send the email to the above address.

If we receive your submission, you'll get a reply stating: "Your Tier2Submit email has been received. If, at a later date, we are unable to process it or have questions, we will contact you with the contact information provided in your email."

If you don't receive a reply within one month of submission:

- Recheck the file size and email address.
- Resend the submission to serc@wv.gov

and/or:

- Call our Superfund Amendments and Reauthorization (SARA) Program:

Melissa Cross 304-558-5380

Note that there's a limit on the size of attachments we can receive. If your attachment is larger than 10MB, please consider submitting via [CD/diskette](#).